

Wellness During Break Periods

Pursuant to the action memo signed by Governor Dave Freudenthal, employees who choose to participate in the Department of _____ Wellness Program may consolidate either two daily fifteen (15) minute break periods into one thirty (30) minute period. This policy statement is meant to explain and clarify when and in what manner this thirty-minute break should be utilized in connection with the Wellness Program.

Please remember that the 30-minute break is still part of your normal workday and that you should remain available to your supervisor should they need you for work-related activities. While we encourage you to participate in this program, your participation will require your supervisor pre-approval and it should not take priority over your other job-related duties.

All employees participating in the Department of _____ Wellness Program are expected to adhere to the following guidelines, unless otherwise stipulated.

- All employees that wish to consolidate the break periods for the purpose of participation in the wellness program must be registered in the program and have their Supervisors approval.
- The 30-minute break period is to be taken for the purpose of participating in wellness activities. These activities include, but are not limited to physical activity (e.g., walking, stretching).
- ***In general, the 30-minute break period should be taken between the hours of 9:00 a.m. and 4:00 p.m. Monday-Friday. The break period should not be used to arrive 30 minutes late or leave 30 minutes early from work.***
- ***All individuals who participate in wellness activities will need to sign a Wellness Liability Waiver. This waiver will release the State of Wyoming from any liability or responsibility for any injury sustained while participating in wellness activities off of State of Wyoming property.***